

MARYLAND STATE BOARD OF VETERINARY MEDICAL EXAMINERS

Telephone: 410.841.5862

Facsimile: 410.841.5780

www.mda.maryland.gov

Renew online at: <https://www.mdavet.org>

****ONLINE REGISTRATION NOW AVAILABLE FOR YOUR 2016-2018 FISCAL YEAR RENEWAL APPLICATION****

If you are a veterinary technician currently registered up to fiscal year 2015 (which ends June 30, 2015), you may renew your registration online for fiscal years 2016-2018 (the period covering July 1, 2015 – June 30, 2018). You will need the following information available before renewing online:

- 1.) Mailing, home, and primary practice addresses and contact numbers;
- 2.) Proof of having completed 24 hours of Continuing Education (CE) for the upcoming triennial period;
- 3.) Technician number;
- 4.) The control number preprinted on your enclosed renewal application, which begins with "T2016-"; and
- 5.) A Visa, Mastercard, or American Express credit card for payment.

After your transaction is complete, you will have the option to print your registration certificate or have one mailed to you. If you choose to have it mailed, your registration certificate will be sent to your mailing address within approximately two weeks. If you do not receive your registration certificate in a timely manner, contact the Board's office at 410.841.5862.

If your online registration application is not completed by midnight, June 30, 2015, and you continue to practice veterinary technology, or hold yourself out as a registered veterinary technician, you may be disciplined by the Board.

Please take this opportunity to familiarize yourself with the online renewal system for the 2016 fiscal year registration. The Board does not plan to issue paper registration applications after the 2016 fiscal year renewal period.

****PROCEDURES FOR RENEWING YOUR VETERINARY TECHNICIAN REGISTRATION BY MAIL****

If you choose to renew your veterinary technician registration on paper instead of renewing it online, the Board must receive from you **ON OR BEFORE JUNE 16, 2015**, at the address specified below, the following items:

- 1.) Registration application, completed in full;
- 2.) Check or money order made payable to the Maryland Dept. of Agriculture in the amount of \$75.00; and
- 3.) Recordation on the application of having earned 24 hours of CE.

Provided the above-listed items are mailed to, and received at, the following address **ON OR BEFORE JUNE 16, 2015**, your registration to practice veterinary technology in Maryland will not lapse at midnight, Tuesday, June 30, 2015:

For U.S. Postal Service only: Maryland Department of Agriculture
P.O. Box 17304
Baltimore, MD 21297-1304

Alternatively, the above-listed items may be sent for rush delivery to the following address, however, the mailing date for receipt by June 16, 2015 still applies:

For commercial shipping services only: First Data/Remitco
Attn: Maryland Department of Agriculture/
LOCKBOX #7671
400 White Clay Center Drive
Newark, DE 19711

Please be advised that if your application and check are received after June 16, 2015, you may be impacting your ability to lawfully practice veterinary technology for the 2016 fiscal year. It is recommended that you contact the Board's office, at 410.841.5862, to inquire as to the status of your registration.

Please ensure that your application is complete when submitted, or it will be returned to you for completion. Your veterinary technician registration will not be processed until your application is completed in full.

In accordance with Family Law Article, §10-119.3, Ann. Code of MD, licensing authorities in Maryland are required to have in their records a Social Security Number for an individual who is issued a license, certificate, registration, or permit. Please ensure that this number is included on your registration application or the application will not be processed.

IF YOU HAVE ANY QUESTIONS REGARDING THIS NOTIFICATION OR THE ENCLOSED
APPLICATION, PLEASE CONTACT THE BOARD'S OFFICE AT 410.841.5862.
THANK YOU FOR YOUR COOPERATION.